



JOB DESCRIPTION

TITLE: Executive Director
REPORTS TO: Board of Directors

SUMMARY

The ideal candidate must possess a deep love for youth, a passion for them to be nurtured in Christian faith, and an unreserved commitment to the mission, vision, and values of the Armory Youth Project. The Executive Director is the key management leader of Armory Youth Project. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly and works under the direct supervision of the Armory Youth Project Board of Directors through established policy and program guidelines set forth by the board.

EMPLOYMENT QUALIFICATIONS

REQUIRED

- Bachelor's Degree preferred in Child Development, Ministry, Education, Management, Social Work, Community Planning or related field.
- Possess an understanding of life stages of middle/high school age youth along with an ability to connect with them.
- Preferred prior experience/internship related to youth ministry/management OR five or more years senior nonprofit management experience in administration, fundraising, program development and community involvement and a minimum of three years of experience supervising personnel and volunteers.
- Transparent, high integrity leadership along with strong self-motivation.
- Valid driver's license and proven acceptable record of driving and conduct as revealed from a full criminal background check.

DESIRED SKILLS AND ABILITIES

- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of The Armory Youth Project's strategic future to staff, board, volunteers and donors

- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills, including public speaking
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong computer skills with experience in Microsoft Word, Power Point, Excel, Salesforce and various social media and the ability to demonstrate proficiency
- Ability to maintain high confidentiality and the ability to independently manage multiple tasks in a professional manner.
- Ability to work cooperatively with others, maintain a positive outlook and disposition and to be flexible in problem solving.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

1. Keep your life in harmony with the Word of God, striving in word and deed to be a worthy example in Christian living.
2. Board Governance: Works with board in order to fulfill the organization mission.
 - Responsible for leading AYP in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
 - Attend and participate in monthly meeting of the center's board of directors.
3. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for the fiscal integrity of AYP, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Responsible for fundraising and developing other resources necessary to support AYP's mission.
4. Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - Responsible for implementation of AYP's programs that carry out the organization's mission.
 - Responsible for strategic planning to ensure AYP successfully fulfills its Mission into the future.
 - Responsible for the enhancement of AYP's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
5. Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
 - Responsible for effective administration of AYP's operations, including the policies and procedures to ensure safe and effective delivery of its mission

- Responsible for the hiring and retention of competent, qualified staff and developing a strong, motivated volunteer team.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization consistent with board of director delegation of authority.

PHYSICAL REQUIREMENTS

Must be able to communicate using written, verbal and computer methods. Must be able to walk, sit and/or stand for long periods of time. Must have the ability to independently lift up to 50 pounds occasionally and 20 pounds routinely.

WORKING ENVIRONMENT

Works in variety of working conditions. Works outside in varying weather conditions. Works in areas with loud noise.

COMPENSATION

The Armory Youth Project Board of Directors will negotiate a compensation package based on the selected candidate's qualifications.

RESUME SUBMITTAL

Resumes and a required one-page cover letter may be submitted to the Armory Youth Project electronically by sending them to ayppersonnel@gmail.com or mail it directly to: Armory Youth Project, Attn: Executive Director Search Committee, 555 First Street, Manistee, MI 49660 by January 11, 2019.